Abraham Baldwin Agricultural College
Club/Organization Memorandum of Understanding

Club/Organization: ________________________________________________________________

I understand that as a representative for my club/organization, the occupancy of ABAC space is a
privilege that I assume on behalf of the members of my organization. I comprehend that the use of
ABAC space is subject to review by the college and recognize that the college may decide on the use of
all space. I further understand that:

1. All clubs and organizations shall send a representative to ICC (Inter Club Council) meetings. Meetings
will be scheduled at the beginning of each semester. Attendance will be recorded and reported to the
Student Activities Fee Committee. Any adverse information sent to committee will be used when
determining future fee allocations. This person will be responsible for reporting information back to the
club or organization. The person will have one(1) vote when making decisions for the ICC. Exception:
Categories 1, 2 and 3 groups cannot vote pertaining to Student Activities Funds for Category 4.

2. As per college regulations, there will be no smoking, consumption of alcoholic beverages or illegal
substances in student club spaces or any college buildings.

3. Any damage to equipment, furniture, or club space must be reported immediately to the Office of the
Dean of Students. An inquiry will be made and subsequently, if violations have been found, disciplinary
and sanctioning of club/organization may follow.

4. I will inform all members that they must adhere to the college schedule and calendar. No student will
be in the buildings during the times that the college is closed, as is consistent with existing practice. I
expect to enter the club/organization space lawfully.

5. As the ABAC buildings in which club/organization space has been allocated will be inhabited by
several other tenants, loud voices, playing music, or other potentially disruptive activities will be kept to
a minimum. I promise to be considerate and respectful of all those utilizing ABAC club/organization
space.

6. Use of ABAC club space must be reserved one (1) week in advance of any event through the Student
Activities Office. Contact your ICC representative for more information. Finally, I recognize that I must
plan and develop programs, work with other clubs and organizations, collaboratively and cooperatively;
and I will strive to support the educational mission of the institution.

President Name: ________________________________________________________________

President Signature: ____________________________________________________________

Advisor Name: ________________________________________________________________

Advisor Signature: _____________________________________________________________
THANK YOU! As you know, the strength and diversity of an Abraham Baldwin Agricultural College student’s education extends far beyond the classroom into the many extracurricular opportunities that are available on campus. An important component to leadership development for our students is the mentorship that occurs when students work alongside faculty and staff in exploring a wide range of ideas and perspectives.

Before you agree to serve, please review the following guidelines for advising a student organization at ABAC:

1. Advisors should become sufficiently knowledgeable of the purpose and activities of the organization so as to advise the members of their actions and the possible consequences of illegal or irresponsible behavior in accordance with the College’s Student Code of Conduct, outlined in the ABAC Student Handbook.

2. Advisors have the primary responsibility for understanding, interpreting, and applying campus rules and regulations as they apply to organizational programs and scheduled activities.

3. Advisors should provide assistance for assessment and constructive review of programs and funding proposals for student programmers.

4. Advisors should become familiar with the organization’s finances and their accounts. Advisors should learn how these entities operate in regard to these accounts and the disbursement of funds.

5. When sponsoring an off campus activity, advisors are to be familiar with campus policies/procedures regarding student travel. Procedures and forms are available upon request.

6. Advisors should attend official student organization meetings and student organization events both on and off campus when possible. Meetings are not considered official unless an advisor or a designated substitute is present.

7. Should questions or difficulties arise in any of the above areas, advisors should notify the Student Activities Office immediately.

Again, thank you for advising a student club/organization at ABAC. As an advisor to a student organization, you have the unique opportunity to assist students in developing their ideas and leadership skills. Best of luck as you begin/continue a rewarding part of your educational career at ABAC!

Advisor Name: ____________________________________________________________

Advisor Signature: ________________________________________________________